

NON-STANDARD TESTING APPLICATIONS -- INSTRUCTIONS

These instructions are for applicants requesting non-standard testing accommodations, including the use of special equipment, food at the exam table, or other non-standard considerations.

Non-Standard Testing Accommodation forms are available on our website at www.tn.gov/lawexaminers.

Before you login to Synergy to submit your Non-Standard Testing Application, you must complete NST Form 1 with all related documentation and send Forms 2, 3 and 4 to the appropriate parties. Forms 2 AND Forms 3 and 4, if applicable, must be received by the TBLE on or before the last day to submit an application for examination.

Your complete NST Form 1 must be signed and saved as a .pdf document. Once NST Form 1 is ready, sign in to Synergy and complete the online NST application:

1. Login to Synergy at <https://synergy.tnble.com> using the password you used for completing your application. NOTE – the Board will not consider a Non-Standard Testing Application until an Application for Admission by Examination has been submitted and paid.

The screenshot shows the Synergy web application interface for the Tennessee Board of Law Examiners. At the top left, there is a header image of the Tennessee State Capitol building with the text "Tennessee Board of Law Examiners" overlaid. Below this, the page is divided into two main sections: "User Login" and "New User Registration". The "User Login" section contains fields for "Email:" (with the example "nst@me.com") and "Password:" (masked with asterisks), along with "Login" and "Forgot Password?" buttons. The "New User Registration" section includes the text "Don't have an account yet?" and a "Register Now" button. At the bottom center of the page, the version number "Version 1.5.2.73" is displayed.

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2. Select Non-Standard Testing FEB 2015 by clicking on the pencil to the right of the text:

Tennessee Board of Law Examiners

Currently logged in as nst@me.com. [Logout](#)

My Dashboard

My Applications

Application Title	Due Date
Details Application for First Time Applicants - February 2015	01/10/15

Please Select from one of the applications below

Please make note of the due date for the Application. After that time, any unsubmitted applications will be deleted.

Application for MJP/In-House Counsel	Fill Out Application
Application for Comity Applicants	Fill Out Application
Application for Reexamination Applicants - February 2015	Fill Out Application
Non-Standard Testing FEB 2015	Fill Out Application

Recent Exams

3. Complete the short application and click submit:

[Dashboard](#) > **Fill Out Application**

Fill Out Application

Non-Standard Testing FEB 2015 Version:2

Non-Standard Testing Request for the Tennessee Bar Examination

PLEASE UPLOAD NST FORM 1, AVAILABLE ON OUR WEBSITE, WITH THIS REQUEST. SUBMISSION OF THIS FORM WITHOUT ALL OF THE REQUIRED ATTACHMENTS WILL NOT BE CONSIDERED BY THE BOARD FOR NON-STANDARD TESTING.

You must provide documentation of your non-standard need from a physician or licensed professional who specializes in the field related to your claimed disability on or before the deadline for applications. See NST Forms 2, 3 and 4 on our website at www.tn.gov/lawexaminers.

Requests for Non-Standard Testing with all required documentation must be received by the final deadline for application to be considered by the Board unless your Non-Standard Testing need arose after that date.

NCBE #:

First Name: Middle Name: Last Name:

I am applying to take the Bar Examination to be administered in: ☒ February ☐ July

This form must be completed and current documentation Submitted, each and every time you apply for the Tennessee bar examination.

The combination of my login, password and typed named below constitutes my signature with the same effect as if signed and notarized. By so signing, I certify that all of the above and supplementary information is correct to the best of my knowledge. I agree to notify the Tennessee Board of Law Examiners (TBLE) of any changes or additions to the information previously provided. I understand that failure to respond fully and accurately to the questions included on herein or to inform the TBLE and NCBE of any changes may result in denial of my request.

Full Typed Name of Applicant:

REMINDER: AFTER SUBMISSION OF YOUR APPLICATION, RETURN TO YOUR PROFILE AND CLICK THE DETAILS LINK NEXT TO THE APPLICATION IN ORDER TO UPLOAD SUPPLEMENTAL ITEMS. When providing additional information to supplement answers, give information in the same manner as called for in the application and upload in the Additional Documentation as Requested Item. After submitting your application, you will find a "Details" link next to this application in your profile. There you will find the "Related Items" tab, which will provide you an upload link.

[Save for Editing Later](#) [Submit](#) [Cancel](#)

- Return to the Dashboard and click on Details:

The screenshot shows the Tennessee Board of Law Examiners dashboard. At the top, there is a header with the board's name and a login status bar indicating the user is logged in as nst@me.com. Below the header, the 'My Dashboard' section is visible. Under 'My Applications', there is a table with two rows. The first row is for 'Application for First Time Applicants - February 2015' with a due date of 01/10/15. The second row is for 'Non-Standard Testing FEB 2015' with a due date of 01/12/15. A blue arrow points to the 'Details' link for the second application. Below the table, there is a section titled 'Please Select from one of the applications below' with a warning about deleted applications. It lists three application types: 'Application for MJP/In-House Counsel', 'Application for Comity Applicants', and 'Application for Reexamination Applicants - February 2015', each with a 'Fill Out Application' link.

Application Title	Due Date
Application for First Time Applicants - February 2015	01/10/15
Non-Standard Testing FEB 2015	01/12/15

Please Select from one of the applications below
Please make note of the due date for the Application. After that time, any unsubmitted applications will be deleted.

Application for MJP/In-House Counsel	Fill Out Application
Application for Comity Applicants	Fill Out Application
Application for Reexamination Applicants - February 2015	Fill Out Application

- Click on the paperclip next to NST Form 1 under the Items tab:

The screenshot shows the 'My Application Details: Non-Standard Testing FEB 2015' page. It includes fields for 'Applicant Name: Non Examinee', 'Application Type: Non-Standard Testing', 'Test Period: February 2015', and 'Test Location:'. There are links for 'View Full Application', 'E-mail Case Manager', and 'Payment Status: Unpaid'. Below these, there are two tabs: 'Items' and 'Letters'. The 'Items' tab is active, showing a table with two rows. The first row is 'Applicant Additional Documentation as Requested' and the second row is 'NST Form 1'. A blue arrow points to the paperclip icon next to 'NST Form 1'.

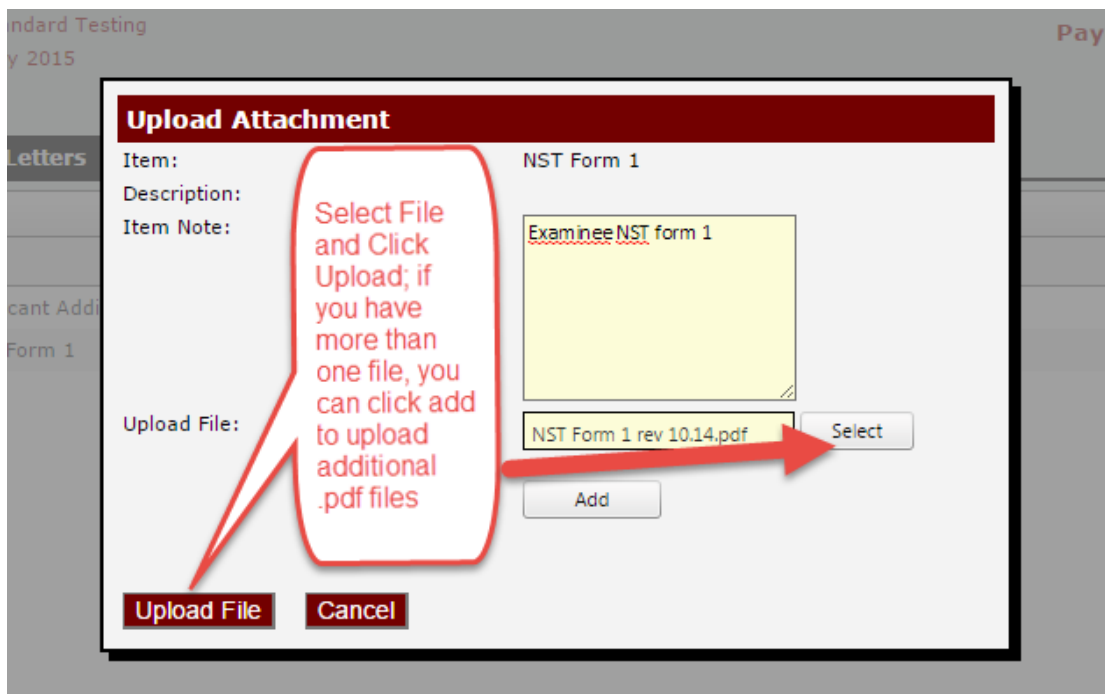
My Application Details: Non-Standard Testing FEB 2015
[View Full Application](#)
Applicant Name: Non Examinee
Application Type: Non-Standard Testing
Test Period: February 2015
Test Location:
E-mail Case Manager
Payment Status: Unpaid

Items **Letters**

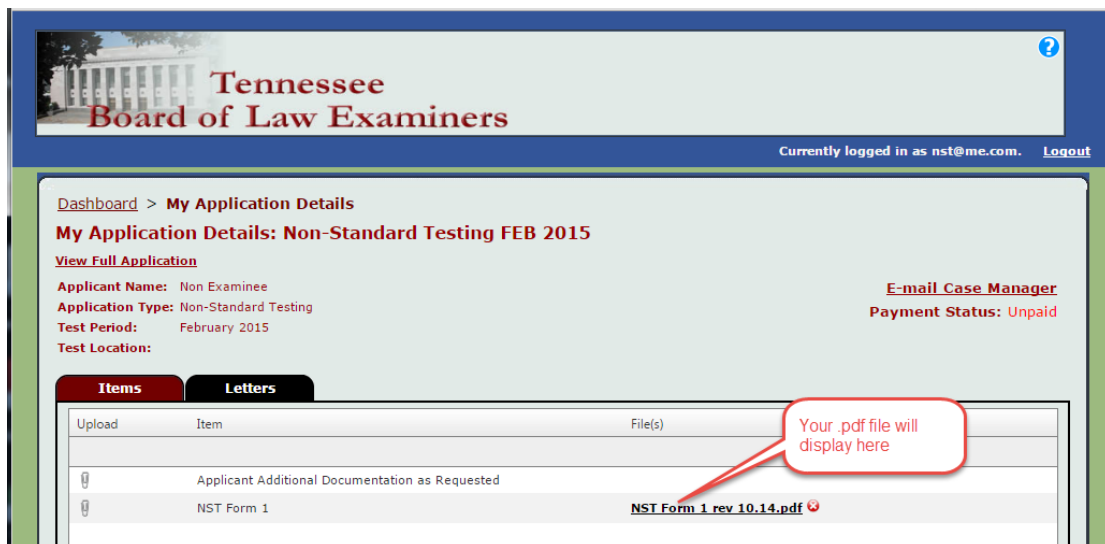
Upload	Item	File(s)
	Applicant Additional Documentation as Requested	
	NST Form 1	

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- The Upload Attachment dialog box will appear. Select the .pdf file for your NST Form 1 and click Upload File:



- Your .pdf file will be added to Items:



- You may logout at this point. Forms 2, 3, and 4 must be mailed or emailed to the BLE directly from the addressee.